



**CASE MANAGER**  
**Full-Time Non-Exempt (Temporary) • Location: Beacon Hill, Seattle**  
**Equal Opportunity Employer**

Seattle Jobs Initiative (SJI) is a non-profit organization that creates opportunities for people to support themselves and their families through living wage careers. All of our work is designed to eliminate barriers to well-paid, long-term work. We creatively align support services – like housing, childcare, transportation and counseling – with job skills training and job placement assistance.

***As the Case Manager, what will you do?***

Guided by the mission and values of SJI, the Case Manager will recruit, assess and enroll participants in SJI's training and employment programs, and provide wrap around supports during job placement and retention.

If any of these areas ring true to your experience or passions, let us know. We'd love to hear from you.

***What qualifications and experience will our Case Manager bring to SJI?***

- **VALUES:** A commitment to fulfilling our mission and exhibiting a high level of professional behavior in all aspects of their work. This includes our expected staff values: **Excellent communication, professional and gracious behavior, collaboration, respect, promotes equity through racial and social justice, and leadership behavior.**
- **EDUCATION:** Required high school diploma or equivalent. Associate or bachelor's degree or combination of skills and abilities to perform.
- **EXPERIENCE:**
  - Intermediate skills in Microsoft Excel, Word and Outlook required.
  - Experience with community outreach (preferred).
  - Bilingual/multilingual capabilities a plus.
- **OTHER QUALIFICATIONS:**
  - Ability to provide coaching, support and advocacy for jobseekers.
  - Self-directed and motivated to support participant success.
  - Demonstrated relationship-building skills with internal and external partners.
  - Customer orientation and understanding of customer service principles, procedures and confidentiality.
  - Ability to work independently and handle challenging situations.
  - Excellent listening and communications skills and willingness to ask questions and give and receive constructive feedback.
  - High attention to detail, strong organizational and prioritization skills, and the ability to meet deadlines.
  - Knowledge of local community resources and agencies, as well as, government benefits.
  - Demonstrated understanding of local communities, labor market, social service and education institutions in King County and Seattle.
  - Local travel required in the City of Seattle and King County. Use of own reliable transportation and valid driver's license and proof of insurance required. Regular and timely attendance.
  - Local candidates only.

**Salary/Benefits:** Hourly pay range is \$18.00 to \$22.00. Temporary employees are not eligible for company benefits.

**TO APPLY:** Please e-mail your resume and cover letter to [jobs@seattlejobsinit.com](mailto:jobs@seattlejobsinit.com)